

Office of Human Capital Management

Personnel Bulletin: 2006-46-CI

Date: November 20, 2006

TO: NASA Centers  
Attn: Human Resources Directors

FROM: Director, Workforce Systems and Accountability Division

SUBJECT: Workforce Transformation Tracking System (WTTS) and HSPD-12:  
Mandatory Action - January 1, 2007

I am pleased to notify you of another significant step forward in implementing our integrated Human Capital Information Environment (HCIE). Beginning January 1, 2007, the NASA Workforce Transformation Tracking System (WTTS) will become the authoritative human capital data source for creating or deleting electronic identities for civil servants, Intergovernmental Personnel Assignees (IPA), and military detailees. The electronic identity created using WTTS data includes the NASA email address, employee badging system file, the Universal Uniform Personal Identification Code (UUPIC), Center unique employee ID, and associated computer and facility access rights. This designation is required to support both the Agency implementation of Homeland Security Presidential Directive (HSPD)-12 *Policy for a Common Identification Standard for Federal Employees and Contractors* and our continuing enhancements to the Agency entry-on-duty and exit-off-duty processes.

**Authoritative Data Source for Creating/ Deleting Electronic Identities**

WTTS will provide prospective employee data (gains, moves, losses) via a near real-time web service to the NASA Integrated Services Environment (NISE). Initially, this WTTS web service will provide automated updates to Agency identity management systems including: the Sun Identity Manager (IdMAX), Personal Identity Verification (PIV) processes, and the Common Badge Access Control System (CBACS). In later releases, selected identity data will be returned to the WTTS system for use in the on-boarding process.

**Important Note: Beginning January 1, 2007, WTTS data must be populated in order to create / delete an electronic identity and allow issuance/ termination of**

**an employee badge, UUPIC, Unique Center ID, email address, along with computer and facility access rights.**

### **Moderate Risk / High Control IT System**

The designation of WTTS as the authoritative human capital data source for creating / deleting the electronic identities for civil servants, IPAs, and military detailees will result in its designation as a moderate risk with high control IT system under HSPD-12. Additionally, WTTS will come under enhanced Software Engineering Institute (SEI) application management controls, surveillance processes, and metrics reporting. Consequently, WTTS will require additional care and diligence in its usage.

### **Additional Changes**

Risk Designation Added to WTTS: As a result of HSPD-12 requirements, your staff will be asked to post the single digit code for the risk designation of the new or transferring employee's position. For departing employees, posting of the loss will automatically identify the risk designation of the position that was recorded in the Federal Personnel & Payroll System (FPPS).

FPPS Data Extraction: To further ease the workload, WTTS data entry on existing employees for moves, losses, and buyouts has been automated by using the Uniform Universal Personal Identification Code (UUPIC) to extract information from FPPS. On your existing employees, your staff will only need to input data not contained within FPPS.

WTTS / FPPS Validation: Concurrent with this change, WTTS will implement post event validation with FPPS. On an ongoing basis, WTTS will be compared with FPPS data in order to identify discrepancies within the two databases. Discrepancy reports/metrics will be reported within the HCIE portal and Centers will be asked to make corrections.

TDP Positions: WTTS supports identification of prospective employees who will encumber drug testing designated positions (TDP). This is required to support the on-boarding process and NSSC operations.

### **Planned Enhancements**

Several additional enhancements to WTTS are currently in-work with expected implementation in the coming months. These changes are intended to reduce Center staff work, support NSSC operations, improve reporting, and support implementation of our integrated Human Capital Information Environment (HCIE). Specifically:

- Automated In-processing Forms WTTS will pre-populate available data in the in-processing forms and database that were developed as part of the Employee Orientation project. Prospective employees will access a secure site for completion/validation of new employee forms. New and corrected data will be stored in the database and returned to selected fields in WTTS.
- NASASTars Interface For those positions filled through competition, WTTS will be configured to download selected applicant and position information. This will reduce duplicate entry and improve accuracy.
- Competency Management System (CMS) Connectivity CMS data will be provided via a web service for use within WTTS. This will enable capture of the

losing competency for losses, and gaining personal and position competencies at time of hire.

- NASA Student Employment Management System (NSEMS) Rollout of the latest module of WTTS has begun with the Center-by-Center rollout of NSEMS. This WTTS module will support the management and reporting of the NASA student population within the HCIE.
- WTTS Access through the HCIE Portal Role based automatic logon to WTTS will be provided within the HCIE portal.
- Recruiting Event Sign-up The Recruiting Module is being modified to allow Centers to sign-up for recruiting events managed by the NSSC.
- Who-to-Call Registry WTTS will include a new online tool for Centers to post their contact information for human capital related functions. This tool will feed the HCIE portlet that displays personalized Human capital related contact information based upon the employee's Center.

### **Your Help Is Needed**

To insure the successful implementation of these changes, I am asking for your complete support in accomplishing the following actions:

1. Maintain WTTS data. Since WTTS is the Agency system of record for tracking and reporting of prospective workforce activity (and selected non FPPS activity, such as detailees and IPAs), it is critical that you insure that your staff posts the required information in the system in a complete and timely manner.
2. Monitor compliance. WTTS provides a variety of reporting capabilities for use at the functional, Center, program, and Agency levels. It is imperative that your Center's data is current, complete, and accurate. Your active and continuing oversight of your staff's utilization of this tool is critical not only to our HR processes but also to those of other functional areas including the NSSC, IT, legal, safety, personnel, and physical security, EO, facilities, and training. I ask that you monitor your staff's utilization of the tool.
3. Support WTTS Team. As we implement and expand the system capabilities and user base, I ask that you continue to provide an experienced member of your professional staff who is knowledgeable in HR systems and processes to serve on the WTTS Agency team. Your staff member serves as your representative for the continued development, deployment, and enhancement of the system. In order to provide a robust Agencywide tool, and meet the special needs of your Center, the support and participation of your staff member is critical.
4. Share WTTS data with your local functional areas. WTTS dynamically posts gains /moves/loss data within various secure web-based views for use by your local non HR functional areas such as IT, legal, safety, personnel, and physical security, EO, facilities, and training. Please insure that your local functional areas are aware of and have access to the web views as needed. To assist you in this effort, the WTTS website provides a brochure, process flow, overview and access to the system. Your local WTTS team member can grant access.

**WTTS Workshop-- January 2007**

A one day WTTS workshop is tentatively scheduled to be held at GSFC during the second week of January 2007. The purpose of the workshop will be for advanced user training, discussion of lessons learned, and plan for system enhancements. Further details will be provided to your WTTS team members.

**For Additional Assistance**

Training on the WTTS system has been provided and continues to be available for each Center via WEBEXs and hands-on training by WTTS team members. Online demonstrations are also available upon request. The WTTS system can be accessed through:

<https://wtts.nasa.gov/>

Please contact the WTTS Project Manager, Mike Stewart at [michael.p.stewart@nasa.gov](mailto:michael.p.stewart@nasa.gov) or 281-483-3087, if you have any concerns or suggestions.

*//signed//*

Candace S. Irwin

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